



ADMINISTRATIVE NOTES

U.S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY PROGRAMS SERVICE



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JULY 1983

SEATTLE SITE FOR FALL COUNCIL MEETING

The Fall meeting of the Depository Library Council to the Public Printer will take place in Seattle, WA, September 15-17, 1983. There will be the usual informal get-together on the evening before the meeting in the lobby of the Park Hilton Hotel, Wednesday at 6:00 p.m. for first-time attendees, new Depository Librarians, and all old hands to go to dinner.

Rooms are available at the meeting site: The Park Hilton Hotel, 6th Avenue and Seneca Street, Seattle, WA 98101, PHONE: (206) 464-1980, Single and Double: \$55.00 plus tax, (NOTE: This is a special rate for people who are attending the Council meeting.)

Make your reservations soon! A preliminary agenda will be sent to all depositories during the month of August.

SEPTEMBER LPS WORKSHOP DATE CHANGE

As the Fall meeting of the Depository Library Council to the Public Printer will be taking place in Seattle, WA, on September 15-17, 1983, there will need to be an adjustment in the previously announced Workshop date for that month. The new date will be September 26-29, 1983. All those who have requested the September Workshop will be rescheduled for the new date, unless they advise us otherwise.

Dates for the Fall LPS Workshops are as follows:

September 26-29, 1983
October 17-20, 1983
November 14-17, 1983

Please submit requests for attendance in writing to the Chief, Library Division, GPO, 5236 Eisenhower Avenue, Alexandria, VA 22304, ATTENTION: Jane Brungart. Please provide your business mailing address, Federal Depository Library Number, telephone number with area code, and second choice of dates. Selection is on a first come request basis and is limited to 30 participants per session. We do maintain a waiting list for those Workshops which become full; if you would like your name placed on it, please so indicate on your request. We will accept Workshop requests from non-depository librarians and people from the information industry who are not librarians, provided all depository connected persons have been accommodated. For further information, call the Chief's office at (703) 557-0462 and ask for Jane Brungart, Secretary.

REMINDER TO REGIONALS

Regionals have been asking for some time to receive the update selection printout material sent to selective depositories. To help regionals keep abreast of this information, we are now sending them requested material so that they may better assist selecting libraries in their region. Remember: Regionals do not have to return any selection information. They may chuck it if they don't need it. Also, it is only because of our present system that the regional printout indicates "N" for "not selected". Regionals are automatically added for all items!

1983 BIENNIAL REPORT ADJUSTMENT

We've received many calls and letters about the timing of the 1983 Biennial Report. The major complaint was that many public and academic libraries' circulation and use statistics drop off in summer months. As requested, the collection of statistics required for the 1983 Biennial Report is now scheduled to take place in September.

Statistics on receipts, acquisitions, and record maintenance should be kept for September 1-30, 1983.

Statistics on patron use and reference assistance should follow the schedule below:

Monday, August 29, 1983
Tuesday, September 6, 1983
Wednesday, September 14, 1983
Thursday, September 22, 1983
Friday, September 30, 1983

If your library is closed during a period when the survey schedule is in effect, use your judgment and survey for the same period of time when the library is open.

We realize that the schedule will still be inconvenient for some libraries but there is no period in the year which will be ideal for everyone.

A copy of the 1983 Biennial Report will be mailed to your library in October. As usual, there will be 6 weeks to answer the questionnaire.

If you haven't received the June 1983, vol.4, no.7, edition of Administrative Notes, or have other questions or comments, please contact: Anita Newman, Library Division, GPO, 5236 Eisenhower Avenue, Alexandria, VA 22304, (703) 557-0719.

SURVEY 83-9 RETROSPECTIVE DOE MATERIAL

If Regional libraries wish to receive the retrospective DOE microfiche they MUST RESPOND to survey 83-9; they will not receive this microfiche automatically. (Yes, Regionals do have a choice for these old reports and publications from DOE.)

However, they should not respond to survey 83-10 since as a regional they will automatically receive the current DOE reports and publications after GPO takes over the contract.

SOME CLASS CHANGES

Old Class	Title	New Class
A 1.2:Ag 8/25	Agricultural legislation of the 96th U.S. Congress	A 1.2:Ag 8/26
A 1.2:D 83	Directory of Services, 1980	A 1.2:D 83/2
A 13.42/2:T 71/4	Tree decay in our urban forests	A 13.42/2:T 71/5
A 57.38:H 18	Soil survey of Hamilton County	A 57.38:H 18/5
C 55.402:R 52/982	Principal rivers and lakes of the world	C 55.431:10
ED 1.22/2:	Statistics of public libraries (survey)	ED 1.122/2:
PrEx 7.22/12:15/10	USSR Report, space biology and aerospace medicine	PrEx 7.22/12:15/4
T 22.35/2:C 81/980	Source book, statistics of income, 1980...	T 22.35/2:C 81/980/SB
Y 4.V 64/4:M 46/9/980	Annual report on the exchange of medical...	Y 4.V 64/4:M 46/8/980

A SUGGESTION TAKEN

As mentioned in Administrative Notes, Vol.4, no.6, May 1983, GPO has been investigating various methods for local SuDoc number assignment. We received an excellent suggestion from Paul Thurston, Detroit Public Library, which we have decided to implement. Briefly, this involves setting aside a group of numbers attached to the General publications classes throughout the scheme. To our knowledge, GPO has never used these numbers, and this policy should not result in any conflict. GPO will agree never to use these numbers so that librarians may feel free to assign them as they wish.

POLICY FOR LOCAL SUDOC NUMBER ASSIGNMENT

GPO reserves the following numbers for local use only:

After General pubs. classes ending in .2 or 2 the numbers /2-/9 will be reserved.

e.g. A 1.2: General publications
A 1.2/2-9: Reserved (local use only)

After General pubs. classes ending in /2 the numbers -2 to -9 will be reserved.

e.g. Y 3.Ap 4/2: Reports and publications
Y 3.Ap 4/2-2-9: Reserved (local use only)

UNITED STATES REPORT V. 449

Volume 449 of United States Reports, item number 741, class number Ju 6.8:449, has been delayed because of bindery problems. As soon as the binding is completed we will distribute this volume.

DISTRIBUTION OF ARMY FIELD MANUALS

Depositories should be seeing fewer Army Field Manuals (D 101.20:, Item 324) in their shipments due to a restricted distribution policy. A majority of these publications received at LPS bear the following statement and cannot be distributed to depositories.

Distribution restriction: This publication contains technical or operational information that is for official Government use only. Distribution is limited to U.S. Government agencies. Requests from outside the U.S. Government for release of this publication under the Freedom of Information Act or the Foreign Military Sales Program must be made to HQ TRADOC, Ft Monroe, VA 23651.

ITEM CORRECTION INFORMATION

Recently each depository library received a printout showing its item selections. This list reflects amendments to item selections submitted on the October 1982 printout. However, your new printout does not include the five items listed below:

0573-C Federal Register (P) (GS 4.107:)
0573-D Federal Register (MF) (GS 4.107:)
0555-A Publication Announcements (P) (GP 3.21:)
0556-A U.S. Government Books (P) (GP 3.17/5:)
0556-B New Books (P) (GP 3.17/6:)

These items are active, and you may submit amendments for them in the usual way.

Also, not included on the new lists of item selections are items 0430-L-(nos.) and 0430-M-(nos.). These items were established last year for the DOE/TIC microfiche, but they are currently being resurveyed on surveys 83-009 and 83-010.

CORRECTION FOR INSTRUCTIONS

The "Instructions for Depository Libraries Selections Update" dated May 1983 contained a printing error. The paragraph with the error is reprinted (with corrections) below:

COMPLETED SURVEYS

Item numbers listed below have been added since the last selection printout. Please check these items especially to ensure that your survey responses were keyed correctly. Please note that items for incompletd surveys 82-36 and 82-37 appear at the end of the print-out.

SERIALS/PERIODICALS UPDATE

- A 92.14:(date) Peanut stocks and processing. Item 122-A-3. Frequency changed from monthly to semiannual with Aug. 1982-Jan. 1983. Will be issued in Mar. (covering Aug.-Jan.) and in Oct. (covering Feb.-July).
- A 93.11/2:(nos.) Feed outlook & situation. Item 21-E. Title changed to: Feed outlook and situation report (OCLC 9414444) with no. 288 (Mar. 1983).
- A 93.29/2:(nos.) World agriculture outlook & situation. Item 78-A. Frequency changed from 3 times a year to quarterly with no. 31 (Mar. 1983).
- ED 1.121:(date) College costs. Item 461-A-15. Title changed to: College costs. Basic student charges, 4-year institutions with 1982-83.
- ED 1.121/2:(date) College costs. Basic student charges, 2-year institutions. Item 461-A-15. This new publication (1st issue 1982-83) is a companion vol. to College costs. Basic student charges, 4-year institutions.
- MS 1.11:(v.nos.&nos.) Digest. (Merit Systems Protection Board) Item 290-K-4. Suspended due to budgetary constraints with v.3, no.5 (Feb. 1983). The agency plans to produce combined issues to make up for the months missed sometime in the future.

Correction to previous update:

- CAB 1.17:(date) In Administrative Notes, v.4, no.4 (May 1983), we state that CAB 1.17: (v.nos.&nos.), Air carrier financial statistics had changed its title to CAB air carrier traffic statistics. Air carrier financial statistics (quarterly), Item 177-A-3 has not changed titles, however, the designation (v.nos.&nos.) was changed to (date) with the Mar. 1981 issue when the vol. numbering was dropped. CAB air carrier traffic statistics (monthly) is CAB 1.13: (date), Item 177-A-2. The issuing body change listed in Admin. Notes, v.4, no.4, applies to both titles.

DISCONTINUED TITLES

- HE 20.8312:(nos.) NIAAA information and feature service. Item 498-C-5. Discontinued with IFS no. 107 (May 3, 1983).
- L 37.12:(date) Unemployment insurance statistics. Item 758. Discontinued in 1979 or 1980.

SUDocs CLASSIFICATION REFERENCE AIDS

The following titles are major reference tools needed for identifying SuDocs classification numbers in collections of Federal publications.

Andriot. Guide to U.S. Government Publications.

Carrollton Press. Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1900-1971.

Carrollton Press. Cumulative Subject Index to the Monthly Catalog of United States Government Publications, 1885-1899.

Congressional Information Service. American Statistics Index, 1974-

Congressional Information Service. CIS Index, 1970-

Congressional Information Service. CIS U.S. Serial Set Index, 1789-1968.

Congressional Information Service. U.S. Congressional Committee Hearings Index, 1953-1969. On-going project, will go back to 19th Century and first hearings held by U.S. Congress.

Infodata International Inc. Index to United States Government Periodicals, 1970-

Kanely, E. Cumulative Index to Hickox's Monthly Catalog of U.S. Government Publications, 1885-1894.

Lester, D., Faull, S. and Lester, L. Cumulative Title Index to U.S. Government Publications, 1789-1976. U.S. Historical Documents Institute.

Lester, D. Checklist of U.S. Public Documents, 1789-1976. U.S. Historical Documents Institute.

Poole, M. Monthly Catalog of U.S. Government Publications 1895-1924 with SuDocs class no. added.

Monthly Catalog of United States Government Publications. Cumulative Personal Author Index. Ann Arbor, Michigan: Pierian Press, 1941-50, 1951-60, 1961-65, 1966-70, 1971-75.

U.S. Government Printing Office. Checklist of United States Public Documents, 1789-1909. 3rd ed. Washington, D.C.: GPO, 1911.

U.S. Superintendent of Documents. Monthly Catalog of United States Government Publications. Wash., D.C.: GPO. Cumulative Indexes, 1941-50, 1951-60, 1961-65, 1966-70, 1971-76. Serials Supplement, 1979-Annual. Available online to subscribers of BRS. (SuDoc: GP3.8)